

CITY OF TEMPE

Temporary Employment Opportunity



Community Development • Housing Services Division • 21 E 6th Street, Suite 214, Tempe, AZ • 480/350-8950 • TDD 480/350-8400

Temporary Homeless Outreach Case Worker City of Tempe / (Housing Services Division)

Opening Date: 11/8/11
Closing Date: Until position is filled
Work Hours: 32 hours/week; Monday - Friday

This is a Temporary Non-Benefitted position, not to exceed 24 months

Hourly Wage: \$15-\$20/hour, depending on experience

Experience & Training: Bachelor's Degree in Social Work or a related field; professional experience working with homeless individuals.

Essential Job Functions:

- mobile outreach in areas where homeless individuals congregate
- crisis intervention
- client assessment
- advocacy
- providing limited transportation to clients
- collaboration with social service providers

Applicant Requirement:

Requires successful completion of selection process, successful completion of background investigation and verification of identity and work authorization.

SUBMIT APPLICATION TO:
City of Tempe Housing Services Division
21 E. Sixth Street, #214
Tempe, Arizona 85281

For questions, please contact:
Theresa James, Homeless Coordinator
480-858-2360
Theresa_james@tempe.gov



City of Tempe / Application for Employment

APPLY AT: City of Tempe / Human Resources / 20 East Sixth Street / Tempe AZ 85281 / (480) 350-8276 / TDD (480) 350-8400 / <http://www.tempe.gov/hr>

The City of Tempe is an Equal Opportunity / Reasonable Accommodation Employer.

The City of Tempe Promotes a Drug and Alcohol Free Workplace.

DIRECTIONS:

Read the recruitment bulletin before completing this application - request a copy if not provided. Answer all questions completely including any supplemental forms. Type or print neatly. Sign this application and all other forms. Applications must be received by Human Resources no later than 5:00 p.m. on the closing date.

1. Position Applying For: _____ Recruitment Code (RC#): _____
2. Name (Last, First, Middle Initial): _____
3. Last 4 Digits of Social Security #: _____ Email Address: _____
4. Mailing Address: _____
Street City State Zip
5. Phone Number: BEST CONTACT # _____ ALTERNATE #: _____
6. Valid Driver's License ☐ Yes ☐ No
7. Are you a U.S. Citizen or a non-U.S. Citizen authorized to work in the United States? ☐ Yes ☐ No
8. Have you ever worked for the City of Tempe? ☐ Yes ☐ No If Yes, from _____ (Mo/Yr) to _____ (Mo/Yr)
If you are a current City of Tempe employee, are you: ☐ Temporary? ☐ Regular?
Have you completed your initial probationary period? ☐ Yes ☐ No If yes, when _____
9. Type of position you will accept: ☐ Full Time ☐ Part Time ☐ Regular ☐ Temporary
10. Do you have a High School Diploma or equivalent? ☐ Yes ☐ No If no, highest grade completed: _____
11. May we contact your current employer if you are considered for hire/promotion? ☐ Yes ☐ No

If you are claiming Civil Service Preference for Veterans under ARS 38-492, you must submit a copy of your DD214 (Member-2 or 4) at time of application.

DO NOT WRITE BELOW THIS LINE - TURN PAGE AND CONTINUE

Q ☐ NQ ☐ A ☐ B ☐ C ☐

HR Review ☐ _____ Date _____ Department Review ☐ _____ Date _____

Proof of Education and/or Professional Registration(s), License(s), and Certification(s) will be required prior to hire/promotion.

12. Education from an **Accredited** College/University:

College:	Major:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

13. Trade and/or Technical Schools:

Trade/Technical School:	Subject Studied:	Type of Degree:	Degree Completed:	Credit Hours:
			<input type="checkbox"/> Yes <input type="checkbox"/> No	
			<input type="checkbox"/> Yes <input type="checkbox"/> No	

14. Professional Registration(s), License(s), and/or Certification(s) you possess ***that relate to this position:***

Type of Professional Registration, License, and/or Certification:	License Number (if applicable):	Date Received:	Expiration Date (if applicable):

15. Special training ***that relates to this position:***

16. List computer software program(s) with which you are proficient in operating ***that relate to this position:***

17. List equipment with which you are proficient in operating ***that relate to this position:***

18. Language Proficiency (Other than English):

You may make copies and use as many of these sheets as necessary to continue your employment history.

Begin with your present or most recent position. List all jobs, paid or volunteer, for at least the past ten years or any additional relevant experience. Your qualifications will be evaluated ***solely*** on the application form and, if applicable, any supplemental questionnaire(s).

RESUMES MAY **NOT** BE SUBSTITUTED FOR THE REQUESTED INFORMATION.

DO NOT WRITE "SEE RESUME" OR "SEE ATTACHED" IN THE SPACES BELOW.

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

Employer:	Type of Business:
City & State:	Phone:
Job Title:	Number of Employees Supervised:
Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
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Supervisor (Name/Title/Phone):	
Employment Dates: from (Mo/Yr) to (Mo/Yr)	Total Time Employed in this position: Yrs Mos
Hours Per Week:	Ending Wage: \$ Per
Work Performed:	
Reason for Leaving:	

19. Are you related to any member of the Tempe City Council or any Tempe Commission/Board Member, or any City of Tempe employee?

☐ Yes ☐ No If Yes, indicate his/her Name, Position and Relationship to you:

20. Have you ever been terminated for cause or forced to resign from a position for misconduct or unsatisfactory service?

☐ Yes ☐ No If Yes, please explain:

21. Have you ever been convicted of a **misdemeanor** or **felony** (other than minor/civil traffic offenses), placed on probation, fined or given a suspended sentence (include military trial convictions)?

Note: Reckless operation, hit-and-run, D.U.I., excessive speeding, and similar charges are NOT considered minor traffic offenses. Moreover, an excessive number of traffic violations (including minor/civil offenses) should be reported.

☐ Yes ☐ No If Yes, provide charges, dates and locations:

Convictions will not automatically bar an applicant from employment for City jobs. The relationship of the conviction to the job, as well as its severity, the passage of time, and subsequent job performance will all be considered. Please answer this question completely. All offers of employment and continued employment are subject to a complete review of any criminal convictions. Your fingerprints will be sent to state and federal law enforcement agencies (DPS and FBI).

PLEASE READ THIS STATEMENT AND CAREFULLY REVIEW YOUR ENTIRE APPLICATION MATERIAL BEFORE SIGNING BELOW.

I certify that all statements made on the application form and, if applicable, any supplemental questionnaire(s) are true and complete. I understand that any omission, misstatement, or falsification may be cause for rejection of this application, removal of my name from an eligibility list(s), and/or discharge from city service. In addition, I authorize any individual, company, organization, or institution to release any and all information concerning statements made by me on this application, and I do hereby release all parties and individuals connected therewith from all liabilities for any damages whatsoever incurred in furnishing such information.

Print Applicant's Name: _____

Applicant Signature: _____ Date: _____

The City of Tempe does not accept faxed or emailed copies of applications.